

PRINCIPAL PLANNER

POSITION SUMMARY: This is a professional and technical position working in areas related to maintaining and interpreting community plans, including the City Master Plan. This position has a variety of responsibilities including researching, analyzing, and preparing reports; delivering presentations at meetings involving planning and zoning; assisting in the execution of community and economic development projects; working with a diverse group of internal and external contacts at various levels of organizations; and ensuring work is completed in accordance with laws, ordinances, policies, and procedures.

SUPERVISION RECEIVED: Work is performed under the supervision of the director of planning and economic development or their designee.

SUPERVISION EXERCISED: Supervision is exercised over subordinate departmental personnel and volunteers.

ESSENTIAL JOB FUNCTIONS: *An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Assist the director of planning and economic development in developing plans and goals related to planning and urban redevelopment in accordance with community needs, demographic trends, and City vision.
2. Conduct research into the economic, fiscal, physical, and social structure of the city. Prepare comprehensive plans with respect to land use, zoning, transportation, recreation open space, public utilities, and other subjects for use in planning city development.
3. Work cooperatively with the director of planning and economic development, city manager, City Council, Planning Commission, City departments, and others to establish priorities, develop management plans, coordinate activities, and implement a variety of special projects.
4. Analyze requests for rezoning, site plan approvals, special use approvals, subdivisions, and other private development proposals to ensure compliance with City specifications, codes, and conformity with established practices and standards.
5. Prepare graphic displays relevant to planning projects.
6. Work cooperatively with the director of economic development, city manager, and other designees in preparing various reports, displays, resolutions, and ordinances. Present and make recommendations to the City Planning Commission and other boards, commissions, and committees as necessary.
7. Prepare correspondence, records, reports, and grants.
8. Confer with the director of economic development, staff, and other officials in exchanging information on city planning, zoning, subdivision control and related activities.
9. Research and investigate inquiries and/or complaints made by citizens, property owners, businesses, or other personnel, and refer to proper departments as required. Identify process improvement opportunities and collaborate with staff to implement

improvements.

10. Compile and analyze data on current conditions and trends in areas such as land use, population, and housing. Recommend solutions to identified and/or evolving community needs. Collect and organize data associated with other community planning programs.
11. Meet with citizens and make public presentations as the situation demands.
12. Keep abreast of changing regulations, policies, practices, and other developments in the planning field through training and continued education.
13. Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES: *The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

- A. A bachelor's degree in city and regional planning, urban planning, public administration, or related field. An equivalent combination of education, training, and experience may substitute for the degree requirement. A master's degree in planning or related field is desirable.
- B. Certification by the American Institute of Certified Planners (AICP) is highly desired.
- C. Obtain and maintain any certifications or licenses required of the position.
- D. Minimum of four years progressively responsible work related to city planning, economic, and community development.
- E. Knowledge of modern principles and practices of local government administration including the principles and practices of city planning, economic development, community development, zoning, redevelopment, and rehabilitation.
- F. Ability to communicate effectively and present ideas orally and in writing for varied audiences.
- G. Ability to gather and analyze complex data for the purpose of preparing accurate and timely reports, recommendations, memoranda, letters, and responses to requests for information.
- H. Ability to attend Council, board, commission, and department meetings as necessary.
- I. Demonstrate proficiency in the use of, and the ability to quickly learn, information technology, including software applications used in the collection, graphic presentation, and analysis of data-related short and long term planning and other areas of responsibility, including Geographic Information Systems (GIS).
- J. Reasonable knowledge of the principles and practices of civil or architectural engineering, landscape architecture, and skill in the use of drafting instruments.
- K. Ability to locate and secure alternative funding including state and federal grants.

- L. Possess a high level of interpersonal skill and the ability to establish effective and cooperative working relationships using tact, good judgment, resourcefulness, initiative, and confidentiality when working with City personnel, volunteers, contractors, vendors, and the public.
- M. Demonstrate ability to think strategically, learn about diverse City operations and processes, communicate effectively, and maintain favorable public relations under stressful conditions.
- N. Possess excellent organizational skills and ability to problem solve. Skill in organizing schedules and coordinating associated resources.
- O. Ability to work effectively within deadlines, under stress, and with changing work priorities.
- P. Possession of a valid Michigan motor vehicle operator's license.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: *The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

While performing the duties of this job, the employee is regularly required to talk or hear. While performing the duties of this job, the employee is regularly required to communicate with others and view and produce written documents. The employee frequently is required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee must frequently lift and/or move items of light weight.

While performing the duties of this job, the employee regularly works in a business office setting. The noise level in the work environment is usually quiet. The employee may work in environments that include traversing uneven terrain at construction, potential development or re-development sites, and in all types of weather conditions. The employee is required to drive in inclement weather.

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